

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Regular Public Meeting Minutes – Virtual Meeting 7:00 p.m.
Tuesday, November 24, 2020

VISION

Our vision for the West Long Branch Public School District is to produce socially responsible students who are lifelong learners equipped with the necessary skills to succeed at the next level of secondary education.

MISSION

Our mission for the West Long Branch Public School District is to put students first! In collaboration with all stakeholders, we will provide a safe and secure learning environment free from bias, increased academic rigor, cutting edge technology, and state-of-the-art facilities.

Mrs. Skellinger called the meeting to order at 7:00 p.m.

"In accordance with the provisions of the Open Public Meetings Act, the West Long Branch Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at Betty McElmon Elementary, Frank Antonides School and the West Long Branch Public Library and mailed to the Asbury Park Press and The Link, which have been designated as the Board's official newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them."

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by the following students:

Tristan Adams & Ryan Kampf

The Following Members of the Board of Education were Present:

Mrs. Angelo	Mrs. Cavanaugh	Mrs. Gassman
Mr. Kramer	Mr. Pringle	Mr. Riley
Mrs. Scullion	Mrs. Skellinger	

The Following Member of the Board of Education was Absent:

Mr. Waters

Also on Attendance:

Dr. Frank Alfano,	Interim Superintendent
Corey Lowell,	School Business Administrator/Board Secretary

STATEMENT TO THE PUBLIC

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, only then, is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

- October Students of the Month Presentation

BME:

Pre-K –	Victoria Bassoul
Kindergarten –	Matthew Schleichert
1 st Grade –	Lillian Davidson
2 nd Grade –	Drew Mack
3 rd Grade –	Gianna Carasia
4 th Grade –	Emily Silva

FAS:

5 th Grade –	Cole Wild
6 th Grade –	Claudia Bufano
7 th Grade –	Meghan Chewning
8 th Grade –	Tyler Silveira

PUBLIC COMMENTS:

None

APPROVAL OF MINUTES

October 22, 2020	Special Meeting
October 27, 2020	Work Session Meeting
October 27, 2020	Regular Public Meeting
October 28, 2020	Special Meeting
October 29, 2020	Special Meeting

Motion offered by Mr. Pringle and seconded by Mr. Kramer was approved by a roll call vote of 8/0.

CURRICULUM AND INSTRUCTION RESOLUTIONS 1-3

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. BE IT RESOLVED that the Board approve the Title I mandated School Parental Involvement Plan and School-Parent Compacts for Frank Antonides School and Betty McElmon School for the 2020-2021 school year, as on file in the Office of the Superintendent.
2. Move to approve, upon the recommendation of the Interim Superintendent, that we contract with Nova Home Care, Shrewsbury, NJ to provide substitute RN nursing services for SID #5969246672 as per the IEP as needed effective January 4, 2021 to April 12, 2021 at the rate of \$60.00 per hour.
3. Move to approve, upon the recommendation of the Interim Superintendent, the 2020-2021 Betty McElmon & Frank Antonides Student Handbooks/Code of Conducts.

Motion offered by Mr. Kramer and seconded by Mr. Pringle was approved by a roll call vote of 8/0.

FINANCE RESOLUTIONS 1-7

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. BE IT RESOLVED, that the Bills and Claims List for October 2020 and November 2020 be approved and

Bills & Claims Fund 10 (Oct)	\$ 4,157.57
DCRP (Oct)	\$ 837.52
Void Check (#8842 – Replace #9023)	\$ 6,875.98
Bills & Claims Fund 10 (Nov)	\$436,547.25
Bills & Claims Fund 20 (Nov)	\$ 52,289.62

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-16.10(c)4 that after a review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

2. BE IT RESOLVED, that the following financial reports be approved:

- Report of the Board Secretary /Treasurer Dated:

September 30, 2020

- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:

September (attached)

- Monthly Budgetary Line Item Status Certification:

BE IT RESOLVED, that the Board Secretary for the Board of Education of the Borough of West Long Branch certifies that, pursuant to N.J.A.C. 6A:23A16.10(c)(3), as of September 30, 2020, that no line item account has encumbrances, and expenditures, which in total exceed the line item appropriate in violation of N.J.A.C. 6A:23A-16.10(a); and

BE IT FURTHER RESOLVED, that the Board of Education of the Borough of West Long Branch certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(4), after review of the Board Secretary's monthly financial report and upon consultation with the appropriate District official that to the best of its knowledge no major account or fund has been over-expended and that sufficient funds are available to meet the District's financial obligations for the remainder of the year.

3. Move to approve, upon the recommendation of the Interim Superintendent, a transportation jointure agreement with the Township of Ocean School District for Student ID# 5969246672 attending the Harbor School at a cost of \$12,200.00 from September 8, 2020 through June 24, 2021.
4. BE IT RESOLVED that the Business Administrator be authorized to process invoices for December with Board ratification at the January meeting.
5. BE IT RESOLVED that the Board approve the change order from MTB LLC for the Partial Roof Replacement project. Change order #1 is a deduct change order for the unused allowance of \$10,000.

Original contract:	\$122,000
Change order above:	(10,000)
New contract sum:	\$112,000

6. BE IT RESOLVED that the Board approve the tentative budget calendar for the 2021-2022 school year.
7. BE IT RESOLVED that the Board of Education affirms the submission of the NJDOE School Security Grant and the availability of local funds if the total estimated costs of the proposed work exceed the school district's grant allowance. The allocation for the West Long Branch School District is \$29,054.

Motion 1 offered by Mr. Kramer and seconded by Mrs. Scullion was approved by a roll call vote of 7/0/1 with Mr. Riley abstaining on PO 21-00369.

Motion 3 offered by Mr. Kramer and seconded by Mrs. Scullion was approved by a roll call vote of 7/0/1 with Mr. Pringle abstaining.

Motions 2, 4-7 offered by Mr. Kramer and seconded by Mrs. Scullion were approved by a roll call vote of 8/0.

PERSONNEL RESOLUTIONS 1-6

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon

1. Move to approve, upon the recommendation of the Interim Superintendent, the leave of absence of Colleen Donohue, FAS Teacher. Mrs. Donohue's leave of absence shall be for the period from November 20, 2020 through January 19, 2021 in accordance with Article XII, Paragraphs E and F, of the collective negotiations agreement between the Board and the West Long Branch Education Association. Mrs. Donohue shall utilize accumulated unused sick leave days and personal days. Mrs. Donohue's unpaid leave days shall be counted against her entitlement to leave pursuant to the New Jersey Temporary Disability Benefits Law, N.J.S.A. 43:21-39.19(c); the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq., and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.
2. Move to accept, upon the recommendation of the Interim Superintendent, the resignation of Marissa Capetta, BME Part Time Shared Personal Aide, effective November 9, 2020 with regrets.
3. Move to approve, upon the recommendation of the Interim Superintendent, the employment of Debra Osborn as a BME Part Time Shared Personal Aide as per the IEP, from November 30, 2020 through June 18, 2021 at the salary of \$12,302, prorated, no health benefits, pending review of Criminal History and other applicable documents. (This appointment subject to the resumption of in-person instruction and extra-curricular activities, and further subject to social distancing requirements which may, among other directives, require cancellation of particular activities, for the 2020-2021 school year).
4. Move to approve, upon the recommendation of the Interim Superintendent, an unpaid leave of absence of Tammy Yarbrough, Personal RN. Mrs. Yarbrough's leave of absence shall be for the period on or about December 21, 2020 through April 13, 2021 in accordance with Article XII, Paragraphs E and F, of the collective negotiations agreement between the Board and the West Long Branch Education Association. Mrs. Yarbrough's unpaid leave days shall be counted against her entitlement to leave pursuant to the New Jersey Temporary Disability Benefits Law, N.J.S.A. 43:21-39.19(c); the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq., and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.
5. Move to amend the Board's resolution dated October 27, 2020 regarding the leave of absence of Maureen Beck, BME Teacher. Mrs. Beck's leave of absence shall be for the period from November 11, 2020 through March 18, 2021, in accordance with Article XII, Paragraphs E and F, of the collective negotiations agreement between the Board and the West Long Branch Education Association. Mrs. Beck shall utilize accumulated unused sick leave days from November 11, 2020 through December 14, 2020. The remainder of Mrs. Beck's leave shall be unpaid. Mrs. Beck's unpaid leave days will be counted against her entitlement to unpaid leave pursuant to the Family and Medical Leave Act of 1993,

29 U.S.C. §2601 et seq. and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., as appropriate.

6. **BE IT RESOLVED**, that the following personnel be appointed for the 2020-2021 school year for the non-stipend responsibilities listed below:

<u>Name</u>	<u>Position</u>
James Erhardt, Principal BME	School Safety Specialist
James Erhardt, Principal BME	Liaison to Law Enforcement

Motion offered by Mrs. Gassman and seconded by Mrs. Cavanaugh was approved by a roll call vote of 8/0.

POLICY RESOLUTIONS 1-2

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Move to accept, upon the recommendation of the Interim Superintendent, the below policy submitted for second reading:

Adopt

5141.01	Readmittance Covid-19
6114	Pandemic Response Team (Regulation)

2. Move to accept, upon the recommendation of the Interim Superintendent, the following list of job descriptions for the 2020-2021:

Chief School Administrator
School Business Administrator/ Board Secretary
Asst. School Business Administrator
/Asst. Board Secretary
Elementary Principal
Middle School Principal
Supervisor of Curriculum & Instruction
Shared Regional Supervisor of
Curriculum & Instruction
Director of Special Services
Elementary/ Middle School Principal
Summer School Coordinator
School Psychologist
School Social Worker
Student Assistance Counselor
English as Second Language Teacher
Speech-Language Specialist
Teacher of Preschool Inclusion Program

Teacher of Health & Physical Education
Administrative Assistant to the School Business
Administrator/Board Secretary
Administrative Assistant to the Superintendent
Office Assistant/Attendance Clerk
Secretary of the Child Study Team
School Secretary
Payroll
Accounts Payable Clerk/Office Clerk
Health Aide
Athletic Coach
Extracurricular Activity Advisor
Green Team Coordinator
School Physician
Boys' Basketball Coach
After School Activities Director
Security Monitor
Instructional Aide for Preschool Inclusion

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K-8 Subject Area Teacher
Elementary & Middle School Content STEM
Elementary & Middle School Content
Humanities/Literacy Coach
Teacher of the Handicapped
Media Specialist
Elementary Education Teacher
School Nurse
Sign Language Interpreter
Classroom Teacher Aide
Cafeteria/Playground Aide
Learning Disabilities Teacher Consultant

Program
Special Education Instructional Aide
Grounds/Maintenance Worker
Computer Systems Administrator
Computer Systems Technician
Bus Driver
Attendance Officer
Regional Supervisor of Transportation
Lead Custodian
Custodian

Motion offered by Mr. Riley and seconded by Mrs. Scullion was approved by a roll call vote of 8/0.

SUPERINTENDENT'S MONTHLY REPORTS 1-7

The West Long Branch Board of Education by means of a Consent Resolution accept various resolutions of a routine and non-controversial nature at one time; and

Whereas, the below listed resolutions are hereby accepted by the said Board of Education in whole as if the same were individually acted upon.

1. Enrollment report for the month of October 2020:

<i>ENROLLMENT DATA</i>	
Pre-Kindergarten	24
Kindergarten	63
1	61
2	60
3	66
4	42
BETTY MCELMON ELEMENTARY TOTAL	316
5	60
6	51
7	65
8	68
FRANK ANTONIDES SCHOOL TOTAL	244
OUT OF DISTRICT STUDENTS	8
DISTRICT ENROLLMENT	568

2. Move to approve, upon the recommendation of Interim Superintendent, the following report of the Fire and Evacuation drills conducted during the month of October 2020:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 1st 8:30-8:40 AM	1. 2nd 8:00-8:10 AM
	2. 1st 9:08-9:30 AM	2. 1st 9:08-9:30 AM
	3. 6th 10:08-10:09 AM	3. 6th 10:08-10:09 AM
	4. 8th 10:02-10:09 AM	4. 8th 10:02-10:09 AM
Type of Drill	1. BUS EVACUATION	1. BUS EVACUATION
	2. FIRE – NOT A DRILL	2. FIRE – NOT A DRILL
	3. FIRE DRILL- NON EVACUTION	3. FIRE DRILL- NON EVACUATION
	4. SCHOOL SECURITY/EVACUATION DRILL	4. SCHOOL SECURITY/EVACUATION DRILL

3. Move to approve, upon the recommendation of the Interim Superintendent, the following Pupil Attendance Report for the month of October 2020:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	6660	197	97.04%
Frank Antonides School	5116	183	96.42%

4. Move to approve, upon the recommendation of the Interim Superintendent, the following Staff Attendance Report for the month of October 2020:

<u>STAFF ATTENDANCE</u>	<u>TOTAL # OF DAYS</u>	<u># OF DAYS ABSENT</u>	<u>%</u>	<u>LONG TERM LEAVE DAYS ABSENT</u>	<u>MINUS LONG TERM LEAVE %</u>
BME	601	9.5	98.4	0	98.4
FAS	735	25	96.5	0	96.5

5. Move to approve, upon the recommendation of the Interim Superintendent, the following HIB Report(s):

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
Betty McElmon Elementary	0	0	0
Frank Antonides School	1	0	1 (FAS2-11032020)
TOTALS	1	0	1

6. Move to approve, upon the recommendation of the Interim Superintendent, the following SSDS/HIB Report for Report Period 1 (September 2019 through December 2019):

	<u>Total Reported Incidents</u>	<u>Total Confirmed Incidents</u>	<u>Total Unfounded Incidents</u>
Betty McElmon Elementary	0	0	0
Frank Antonides School	5	0	5
TOTALS	5	0	5

7. **BE IT RESOLVED**, that the Board of Education approve the submission of the district's QSAC Statement of Assurance (SOA) and District Performance Review (DPR) for the 2020-2021 school year.

Motion offered by Mrs. Gassman and seconded by Mr. Pringle was approved by a roll call vote of 8/0.

DISCUSSION ITEMS:

NJSBA Legislative Delegate/ MCSBA

Foundation

- None

Meaghan Cavanaugh

PTA

- None

Christine Skellinger

Borough of West Long Branch Liaison

- None

Mary Gassman

Business Administrator/Board Secretary

- None

Corey Lowell

Interim Superintendent Comments

- None

Dr. Frank Alfano

PUBLIC COMMENTS:

None

EXECUTIVE SESSION

In compliance with the “Sunshine Law” N.J.S.A. 10:4-6, et seq., the Board of Education must go into closed session in order to discuss subjects exempted from the public portion of our meeting.

The discussion to be held in closed session will be about: **Superintendent Search**

MOTION TO OPEN EXECUTIVE SESSION

Motion offered by Mr. Pringle and seconded by Mrs. Scullion was approved by a roll call vote of 8/0 at 7:23 p.m.

MOTION TO ADJOURN EXECUTIVE SESSION

Motion offered by Mr. Pringle and seconded by Mr. Kramer was approved by a roll call vote of 8/0 at 8:03 p.m.

MOTION TO ADJOURN

Motion offered by Mr. Riley and seconded by Mr. Kramer was approved by a roll call vote of 8/0 at 8:04 p.m.

Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary